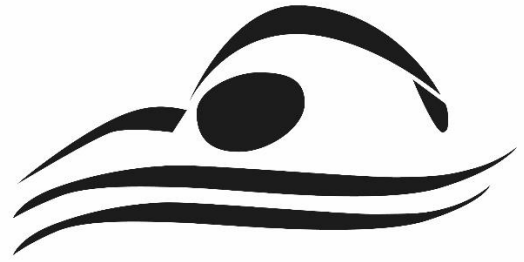




**Scottish  
Swimming**



**DUNFERMLINE**  
Amateur Swimming Club

# **Health & Safety**

# **Policy Statement**

# **Dunfermline Amateur Swimming Club – DASC Framework**

**Version 2, Date 22/02/23**

# HEALTH & SAFETY

## Club Policy Statement

### Statement of Intent

This is the health & safety policy statement of Dunfermline Amateur Swimming Club

Our health & safety policy is to:

- Prevent accidents and cases of work related ill health
- Manage health & safety risks in our club
- Provide clear instruction and information, and adequate training, to ensure coaches and volunteers are competent to undertake their role
- Ensure safe systems of work are in place and managed for all club activities
- Provide personal protective equipment where required
- Consult with our coaches & volunteers on matters affecting their health & safety
- Maintain safe and healthy working conditions for coaches & volunteers
- Liaise with the facility management regarding safety arrangements detailed in the Pool Safety Operating Procedures and incorporate details into Club specific procedures as required
- Implement emergency procedures, including evacuation in case of fire or other significant incident in line with the Facility PSOP and communicate to coaches and volunteer as necessary
- Review & revise this policy agreement as required
- Record appropriately and report accidents and incidents to the facility management and Scottish Swimming as required

### Responsibilities for Health & Safety

1. The overall & final responsibility for health & safety is the Club President/Chair
2. The day-to-day responsibility for ensuring this policy is put into practice are, committee members & coaches
3. To ensure the health & safety standards are maintained/improved, the following people have responsibility in the following areas:
  - a. Club President – ensure appropriate Risk Assessments are in place, maintain safe and healthy working conditions for all. Ensure providers operating procedures are in place.
  - b. Committee members – support the President and coaches.
  - c. Coaches – Ensure whilst on poolside the facility SOPs, EOPs are adhered to and report any incidents to the committee.
4. All members should:
  - a. Co-operate with the committee on health & safety matters
  - b. Take reasonable care of their own health & safety
  - c. Report all health & safety concerns to an appropriate person (as detailed above)

### Arrangements for Health & Safety

Risk Assessment – The Club will complete relevant risk assessments and take action where required for all club activities. The Club will review risk assessments annually or when a change is made to the assessed activity.

Activities will be assessed on the basis that the level of risk should be as low as practicably possible and any control measure put in place are suitable and sufficient to lower the level of risk to an acceptable level.

Training - The Club will give coaches & volunteers a health & safety induction where required, usually as part of the general club/role induction.

# HEALTH & SAFETY

## Club Policy Statement

This should include specific information on, but not limited to; any equipment set ups or manual handling considerations, any cleaning arrangements, any safe supervision requirements and any key holder responsibilities. The Club/facility will provide appropriate training where required and will provide personal protective equipment where it is required.

- Consultation - The Club will consult Coaches & Volunteers routinely on health & safety matters and formally when we review health & safety arrangements. This should be a standard item on the committee meeting agendas
- Safe Supervision - Any pool based sessions will be run with the correct ratios in place and in line with the safe supervision requirements as detailed in the facility PSOP. Specific arrangements for pool-based rescue and first aid arrangements should be agreed and communicated as necessary
- Evacuation - We make sure escape routes are kept clear at all times as per the facility PSOP. Evacuation plans will be tested regularly and updated if necessary In line with the facility PSOP. Regular communication with the facility management will be key.



**Scottish  
Swimming**

# **Equality Statement**

## **Club Framework**

## **Dunfermline Amateur**

## **Swimming Club - DASC**

**Version 2, Date 22/02/23**

Sports Equality is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.

Dunfermline Amateur Swimming Club is strongly committed to equal opportunities for all sectors of the community.

It is the policy of Dunfermline Amateur Swimming Club to ensure that no participant, volunteer, coach or parent receives less favourable treatment on the grounds of age, disability, race, religious belief, nationality, pregnancy, parental or marital status, sex, sexual orientation, class or social background, transgender or political belief.

The Club welcomes individuals from all parts of the community to enjoy the sport in an environment that is free from all forms of discrimination and will endeavour to provide open access to all those who wish to participate in swimming.

The Club ensures that any incidences of discrimination will be treated fairly and according to the club disciplinary procedures.

The Club is committed to making equity an integral part of all development plans for the future.

Dunfermline Amateur Swimming Club all those acting on behalf of the club to adhere to this policy.

In pursuance of this policy Dunfermline Amateur Swimming Club reserve the right to discipline any of its members who practise any form of discrimination on the grounds of a person's age, disability, race, religious belief, nationality, pregnancy, parental or marital status, sex, sexual orientation, class or social background, transgender or political belief.

Signed: Gillian Wilson

Position: President

Date: 23.03.24



The mental health hub on the Scottish Swimming website has useful resources [HERE](#) and links. This area of the website is continually being updated. The following support sources are aimed generally at supporting young people.

GENERAL RESOURCES FOR MENTAL HEALTH SUPPORT			
Source of Support	Website	Description of Service/Who Aimed at	Email or contact number
Breathing Space	<a href="#">Breathing Space</a>	Offers a free, confidential phone and web-based service for people in Scotland experiencing low mood, depression or anxiety	Tel: 0800 83 85 87
Childline	<a href="#">Childline</a>	You can contact Childline about anything. Whatever your worry, it's better out than in. We're here to support you. There are lots of different ways to speak to a Childline counsellor or get support from other young people	T: 0800 1111
Children 1st	<a href="#">Children 1<sup>st</sup></a>	General information on a wide range of support available to Children & young people	
MIND	<a href="#">MIND</a>	If you need non-urgent information about mental health support and services that may be available to you	Tel: 0300 123 3393 <a href="mailto:info@mind.org.uk">info@mind.org.uk</a>
NHS 24 Mental Health Hub	<a href="#">NHS Inform</a>	If you're feeling overwhelmed or need support you can call NHS 24 and select the Mental Health Hub option. The Mental Health Hub is open 24/7.	Tel: 111
Papyrus	<a href="#">Papyrus</a>	Are you, or is a young person you know, not coping with life? For confidential suicide prevention advice contact HOPELINEUK. We are open 9am–midnight every day.	T: 0800 068 4141
Parentline	<a href="#">PARENTLINE</a>	Do you feel like you're at the end of your tether? Children 1st Parentline is here for you and your family.	Tel: 08000 28 22 33
Penumbra	<a href="http://www.penumbra.co.uk">www.penumbra.co.uk</a>	Provides a wide range of mental health support services for adults and young people	
Samaritans	<a href="#">Samaritans</a>	24-hour emotional support for anyone struggling to cope	Tel: 116 123

## MENTAL HEALTH SIGNPOSTING CLUB POLICY DOCUMENT

<b>SAMH</b>	<a href="#">SAMH</a>	Whether you're seeking support, are looking for more information for you or someone you love, or if you just want to have chat about mental health, we're here to help	Tel: 0344 800 0550 <a href="mailto:info@samh.org.uk">info@samh.org.uk</a>
<b>Scottish Recovery Network</b>	<a href="http://www.scottishrecovery.net">www.scottishrecovery.net</a>	Promotes and supports recovery from long-term mental health problems and wellness recovery action planning	
<b>Shout</b>	<a href="#">Shout</a>	Shout is volunteer-run 24/7 crises text service, for anyone in crisis anytime, anywhere.	Text: 85258
<b>Silvercloud</b>	<a href="http://Wellbeing.silvercloudhealth.com/signup">Wellbeing.silvercloudhealth.com/signup</a> (use pin code Scotland2020)	self help programmes to give people the skills to deal with everyday issues that affect emotional health – programmes available for stress, sleep, resilience and covid-19 ongoing issues. You sign up anonymously and go at your own pace.	
<b>Young minds</b>	<a href="#">Young minds</a>	Whether you want to understand more about how you're feeling and find ways to feel better, or you want to support someone who's struggling, we can help.	
<b>Young Scot</b>	<a href="#">Young Scot</a>	Selection of sources of support for Children & Young People	
<b>SELF HARM SPECIFIC SUPPORT</b>			
<b>Alumina</b>	<a href="http://www.selfharm.co.uk">www.selfharm.co.uk</a>	provides self harm recovery, advice and support for young people including a free online 7 week course for young people struggling with self-harm.	
<b>National Self Harm Network</b>	<a href="http://www.nshn.co.uk">www.nshn.co.uk</a>	–a forum aimed to support individuals who self harm to reduce emotional distress and improve their quality of life, monitored 24/7	
<b>Recover Your Life</b>	<a href="http://www.recoveryourlife.com">www.recoveryourlife.com</a>	Online self harm support community	
<b>Self Injury Support</b>	<a href="http://www.selfinjurysupport.org.uk">www.selfinjurysupport.org.uk</a>	works to support girls and young women in emotional distress	
<b>EATING DISORDER SPECIFIC SUPPORT</b>			
<b>BEAT</b>	<a href="#">BEAT</a>	Eating disorder charity who offer different support services depending on your age. Helplines are open 365 days a year from 9am-midnight during the week and 4pm–	T 0808 801 0711 (U18) T: 808 801 0432 (18+)



		midnight on weekends and bank holidays	
Eating Disorders Association	<a href="http://www.beatingdisorders.org.uk">www.beatingdisorders.org.uk</a>	Information and help on all aspects of eating disorders	
<b>SUICIDE SPECIFIC SUPPORT</b>			
The Calm Zone	<a href="http://www.thecalmzone.net">www.thecalmzone.net</a>	charity dedicated to preventing male suicide offering help, information and advice.	
<b>ANXIETY AND DEPRESSION SPECIFIC SUPPORT</b>			
Anxiety UK	<a href="http://AnxietyUK">Anxiety UK</a>	Anxiety UK offers support, advice and information on a range of anxiety, stress and anxiety-based depression conditions.	T: 03444 775 774 Text: 07537 416905
DIPEX	<a href="http://www.healthtalk.org">www.healthtalk.org</a>	watch, listen and read interviews with people who have personal experience of depression and find information on treatment and where to find support	
Hands On Scotland	<a href="http://www.handsonscotland.co.uk">www.handsonscotland.co.uk</a>	a website for anyone working with or caring for children and young people. It provides practical information and tools to help respond to troubling behaviour (anxiety, panic attacks, eating problems, phobias, self harm, anger) and to help children flourish (confidence, optimism, emotional balance, resilience).	
Living Life To The Full	<a href="https://littf.com">https://littf.com</a>	A Scottish interactive site for depression and anxiety, where users can access cognitive behaviour therapy treatments online	
MoodJuice	<a href="http://www.moodjuice.scot.nhs.uk">www.moodjuice.scot.nhs.uk</a>	Provides self-help resources, information and advice to those experiencing troublesome thoughts, feelings and actions. They also advise carers and professionals	
No Panic	<a href="http://www.nopanic.org.uk">www.nopanic.org.uk</a>	Aids the relief and rehabilitation of people who experience anxiety disorders, and supports their families and carers	





Scottish Swimming understands that both children, young people and adults' wellbeing can be seriously impacted upon by bullying behaviour and therefore recognises the information provided by [respect me](#), Scotland's Anti-Bullying Service:

**'Bullying is never acceptable; it doesn't make a person better or stronger to get through it and it should never be seen as a normal part of growing up/life.'**

Bullying is a behaviour that can make a person feel frightened, threatened, left out and hurt. Something only has to happen once to make a person feel worried or scared to go to the swimming club or other places they enjoy going. For the purposes of this policy, a child is recognised as someone under the age of 18 years and adult is someone 18 years or over. This policy applies to all children and adults regardless of age, gender, sexual orientation, disability, race, religion, socio-economic status or family circumstance.

Bullying is between peers e.g. child to child, there are times when adults behaviour towards children can be described as "bullying" such as a parent who pushes too hard, a coach or manager with a 'win at all costs' mentality. Scottish Swimming believes that adults who behave in a manner that causes distress, hurt, or upset to a child are behaving on a spectrum that runs from poor practice to abuse and that behaviour is more appropriately dealt with via the Scottish Swimming Wellbeing & Child Protection policy.

It should be recognised that bullying can take place both in person and in the virtual world of social networking sites, emails or text messages.

#### **Bullying a definition:**

Bullying is deliberately hurtful behaviour, usually repeated over a period of time, in situations where it's difficult for those being bullied to defend themselves. It can take many forms, including:

- *Physical* - hitting, kicking, theft, punching, shoving, any use of violence
- *Verbal* - threats, name-calling, spreading rumours, teasing
- *Emotional* - isolating an individual from the activities and social acceptance of the peer group, being unfriendly, excluding, tormenting (e.g. hiding belongings, threatening gestures)
- *Harassment* e.g. using abusive or insulting behaviour in a manner intended to cause alarm or distress
- *Cyber* - vindictive posts on all areas of the internet such as social media sites e.g. Facebook or Instagram, nasty messages, emails, mobile threats by text messaging and calls, misuse of connected technology, i.e. camera and videos
- *Prejudiced based* - e.g. racist, homophobic or sectarian using abusive or insulting behaviour in a manner intended to cause alarm or distress

Bullying takes many forms but ultimately it is the perception of the victim that determines whether they are being bullied rather than the intention of the bully.

#### **Cyber Bullying**

Cyber Bullying refers to bullying and harassment through the use of electronic devices such as personal computers and mobile phones - using email, texting and social networking websites.



Cyber Bullying is wilful and involves recurring or repeated harm inflicted through the medium of electronic devices and is meant to cause emotional distress.

Cyber Bullying might include:

- A peer who intimidates through the use of a social networking website
- A swimming coach who sends negative feedback about a participant via personal text message
- A club member who posts negative comments about a fellow member on a club forum

Cyber Bullying may also include threats, sexual remarks and hate speech. E-Bullies may publish personal contact information of their victims at websites. They may attempt to act as the victim for the purpose of publishing material in their name that would defame or ridicule them.

Cyber Bullying is particularly serious due to the nature in which the abuse occurs. It can be very personal and take place in a closed private format where the victim may feel isolated and the content will not be viewed by parents, friends or siblings. Alternatively, it could take place in a public format. It may lead to the victim rereading any material in private perhaps leading to feelings of paranoia, depression, or loneliness.

Scottish Swimming will take all cases of Cyber Bullying seriously and deal with them in line with the standard bullying procedures.

### **Potential signs of Bullying**

The person may:

- Become withdrawn
- Hesitation or reluctance to come to attend training or activity
- reluctance to work with a certain individual
- Often last one picked for a team or group activity for no apparent reason, or being picked on when they think your back is turned
- Clothing or personal possessions go missing or get damaged
- Act out and bully others
- Believe that there is something wrong with them
- Suffer from depression / develop feelings of worthlessness
- Exhibit self-harm behaviours such as cutting, an eating disorder, taking of drugs/alcohol
- In extreme cases, lead to suicide

### **Indicators of bullying**

- A child may indicate by their behaviour that they are being bullied, it is the responsibility of all adults interacting with children to be vigilant of the following signs:
- Does not want to attend training or other club activities
- Changes in their usual routine
- Begins to be disruptive during sessions
- Becomes withdrawn, anxious or appears to lack confidence
- Becomes aggressive towards others, disruptive or unreasonable
- Starts to stammer
- Has unexplained cuts or bruises
- Start to bully other children
- Stops eating
- Is frightened to say what is wrong

Bullying should not be ignored and the victim should be supported through what can be a traumatic experience. Bullying will not just go away. Bullies can be very cunning and develop strategies to avoid it being seen by anyone but the victim.

### **Responding to Bullying:**

When talking about bullying, it's never helpful to label a children or adults as 'bullies' or 'victims'. Labels can stick and can isolate a person and others involved such as friends/ parents/carers whose support will be required to help address



the situation. It is preferable to talk about someone displaying bullying behaviour rather than label them a 'bully' – behaviour can be changed with help and support.

### **How should bullying be dealt with?**

Scottish Swimming encourages all children and adults to report any suspected instances of bullying to one of the club coaches/helpers or to the club Wellbeing & Protection Officer. Children in particular need to be assured not to keep worries to themselves, but to tell their parent and/or coach. The club should ensure that all instances of bullying are taken very seriously and will be investigated thoroughly.

- Listen carefully
- Discuss the potential courses of action with the child, young person or adult
- Record the information on an Incident / Wellbeing Child Protection Form.
- Report bullying incidents to the Club Wellbeing & Protection Officer or a member of the committee
- In cases of serious bullying, the incidents will be referred to the Scottish Swimming Safeguarding Officer for advice. The individual should be made aware of this course of action
- Where appropriate parents/carers should be informed and asked to attend a meeting to discuss the problem with the swimmer present
- Where appropriate and the bullied swimmer consents, police may be consulted
- The bullying behaviour must be investigated and the bullying stopped quickly
- An attempt will be made to help the bully (bullies) change their behaviour
- If mediation fails and the bullying is seen to continue the club will initiate disciplinary action under the club constitution, or where appropriate under Scottish Swimming Disciplinary Procedures

Remember: Adults have a right to self-determination and must consent to any actions you take

### **Management of bullying**

In order to prevent, reduce and respond effectively to bullying behaviour Scottish Swimming encourages all clubs to implement this policy through:

- Respecting the rights of the person reporting bullying is paramount
- Working together to develop positive relationships amongst club members (children and adults that are mutually respectful, responsible and trusting; and promote their emotional health and wellbeing.
- Training, supporting and supervising parents, coaches and volunteers to adopt best practice to prevent, reduce and respond to bullying.
- Addressing the needs of those who are bullied as well as those who bully within a framework of respect, responsibility, resolution and support.
- Responding to any concerns raised either in the experiences of the child/adult of poor practice/misconduct or abuse caused by an other's bullying behaviour
- Highlighting bullying based on prejudice and perceived differences, to ensure our practices are effective in dealing with these issues
- Regularly monitoring and evaluating the implementation of this policy and guidelines and include children's & adults views in this process
- It is essential that all committee members, coaches, volunteer, parents and children are aware of this policy

### **Review**

This Policy and guidelines will be regularly reviewed:

- In accordance with changes in guidance on anti-bullying or following any changes within Scottish Swimming
- Following any issue or concern raised about bullying within Scottish Swimming
- In all other circumstances, at least every three years

### **Model anti-bullying policy**

Scottish Swimming advises member clubs to adopt an anti-bullying policy. A model anti-bullying policy designed by *respect me* is available at: <https://respectme.org.uk/>

Clubs should adopt an anti-bullying policy to cover the following areas:

- All committee members, coaches, athletes and parents should have an understanding of what bullying is and what they should do if bullying arises



## **ANTI-BULLYING POLICY**

### **Safeguarding Guidance Document**

- All committee members and coaches should know what the club policy is on bullying, and follow it when bullying is reported
- Clubs should take bullying seriously. Swimmers and parents should be assured that they would be supported when bullying is reported
- Bullying will not be tolerated



**Scottish  
Swimming**



**DUNFERMLINE**  
Amateur Swimming Club

# **Mobile Phone**

# **Policy Statement**

# **Dunfermline Amateur Swimming Club – DASC Framework**

**Version 2, Date 22/02/23**

# **ACCEPTABLE USE OF MOBILE PHONES POLICY**

## **Safeguarding Guidance Document**

The aim of the Mobile Phone Policy is to promote safe and appropriate practice through establishing clear acceptable use through guidelines.

### **Scope**

This policy applies to all members of the Club and relates directly to the appropriate codes of conduct.

### **Responsibility**

It is the responsibility of the athletes / coaches / volunteers to adhere to the guidelines outlined in this document. It is the parent's responsibility to allow their child to have a mobile phone and should be aware if their child takes a mobile phone to club sessions. Permission to have a mobile phone during the club sessions/events will be dependent on the parent/guardian giving their permission in the form of a signed copy of this policy.

### **Policy Statement**

It is recognised that smartphones contain a wide variety of functions which can be susceptible to misuse. Misuse includes taking and distribution of indecent images, exploitation and bullying. Misuse of smartphones can cause distress to individuals, impact on self-confidence and mental wellbeing, as well as impact on privacy and right to confidentiality.

Such concerns are not exclusive to children and young people. It is appreciated that it can be very difficult to detect when smartphones are being used, particularly in relation to additional functions. The use of all mobile phones is therefore limited, regardless of their capabilities. There are 'mobile phone free' areas within the Club setting. These are areas that are considered to be the most vulnerable and sensitive:

- Changing Rooms
- Toilets
- Showers

**There is a zero-tolerance policy in place with regards to use of mobile phones by any individual in these areas.**

### **Inappropriate Use**

The following are examples of inappropriate use; this is not an exhaustive list.

Members using their mobile phone to:

- using vulgar, derogatory or obscene language while using a mobile phone
- engage in personal attacks
- harass other people
- posting/sharing private information about others using SMS messages/social media
- taking/sending photos or objectionable images,
- phone calls that include elements of the above



# ACCEPTABLE USE OF MOBILE PHONES POLICY

## Safeguarding Guidance Document

### Consequences due to Inappropriate Use

Breaches of the Acceptable Use of Mobile Phone Policy will be dealt with in accordance with the clubs disciplinary procedures and depending on the nature of the breach may be subject to criminal proceedings

I understand that if I do not follow the Acceptable Use of Mobile Phone Policy, any/all of the following actions may be taken by my club or Scottish Swimming:

1. Be required to apologise formally
2. Receive a warning; verbal or written
3. Be dropped or substituted
4. Suspended by the club
5. Be required to leave the club
6. Forbidden to take my mobile phone or other portable device to swimming
7. Be required to have my continued participation in club activities supervised by my parents/guardians
8. Be required to sign up to a behaviour management plan
9. Serious breaches depending on the nature of the incident may have to be reported to the police

### Parent / Guardian Permission:

I have read and understand the above information and appropriate use of mobile phones within Club sessions / events. I understand that this form will be kept on file and that the details may be used (and shared with a third party, if necessary) to assist identifying a phone should the need arise (e.g. if lost, or if the phone is being used inappropriately).

I give my child permission to have a phone at club sessions and understand that my child will be responsible for ensuring that the mobile phone is used appropriately and correctly while under the Club's supervision, as outlined in this document.

Athlete Signed

Name (print) ..... Signed .....

Date .....

Parent/Guardian

Name (print) ..... Signed .....

Date .....

Please note: Subject to the Data Protection Act 2018, any information supplied will be stored securely and not used for any other purpose than stated in the policy.



Scottish  
Swimming



**DUNFERMLINE**  
Amateur Swimming Club

# Anti-Doping & Clean Sport

## Dunfermline Amateur Swimming Club – DASC Framework

Version 2, Date 22/02/23



All athletes have the right to compete in sport knowing that they, and their competitors, are clean. We believe in clean sport and work in partnership with UK Anti-Doping (UKAD) and our International Federation World Aquatics to ensure that the integrity of our sport is protected.

## Anti-Doping Rules

Scottish Swimming is signed up to the British Swimming anti-doping rules that all athletes and athlete support personnel must abide by. The anti-doping rules for British Swimming are consistent with the [World Anti-Doping Code](#) (the Code), the core document that harmonises anti-doping policies, rules and regulations within sport globally.

The anti-doping rules of British Swimming are available [here](#)

If you are a member of Scottish Swimming then the anti-doping rules apply to you, regardless of what level you participate at.

## 2021 World Anti-Doping Code

From 1 January 2021, a new version of the Code came into effect and it's important that all athletes and athlete support personnel are aware of how this impacts them.

For more information on the changes within the 2021 Code, visit [UKAD's website](#).

Under the 2021 Code, an athlete may be classified as being "International-Level", "National-Level" or a "Recreational Athlete" based on their competition level. Further information on these different categories is available on the [UKAD website](#).

## Prohibited List

All prohibited substances and methods in Code-compliant sports are outlined in the Prohibited List. The Prohibited List is managed and coordinated by WADA, found on the WADA website [here](#). The List is updated each year, coming into effect on 1st January. It is possible for WADA to make changes to the List more than once a year, but they must communicate such changes three months before they come into effect. As this list is updated annually, athletes and athlete support personnel should make sure they check it ahead of it coming into effect. More information can be found on [UKAD's website here](#).

## Anti-Doping Rule Violations

Breaking the anti-doping rules can result in a ban from all sport. The Code outlines the Anti-Doping Rule Violations (ADRVs). Athletes and athlete support personnel need to make sure they are fully aware of these violations, and the consequences of breaking them.

## Applying for a Therapeutic Use Exemption (TUE)

If an athlete with a legitimate medical condition needs to use a prohibited substance or method, they will need to apply for a Therapeutic Use Exemption (TUE). This is only accepted if there are no other suitable permitted medications or treatments that can be used, and there is a strict, detailed process to determine this. Athletes can find out more information about the TUE process on the UKAD website [here](#) and use the [TUE Wizard](#) to find out whether they need to apply for a TUE and who to submit their application to.

## Top Tips for Clean Sport

### Athletes

An athlete is responsible for anything found in their system, regardless of how it got there or whether there is any intention to cheat. All athletes and athlete support personnel should make themselves aware of the risks, so they don't receive an unintentional ban from sport. Useful information for athletes can be found on the [UKAD website](#).

### Checking Medications

Before taking any medication (whether from a doctor or purchased over the counter), athletes must check to make sure it doesn't contain any prohibited substances. Medications (ingredients or brand name) can be checked online at [Global DRO](#). It is important to note that medications bought in one country may contain different ingredients to the same branded medication in another country.

### Nutritional Supplements

UKAD always advises a food first approach to nutrition, as there are no guarantees that any supplement product is free from prohibited substances. Athletes can support their training and progress towards their targets by eating and enjoying nutritious food. With a bit of planning, it is possible to eat a delicious and healthy diet made up of a variety of food types at the right time, and in the right quantities.

Athletes should assess the need, the risks and the consequences before deciding to take a supplement, and if they need to use one, visit the [Informed Sport website](#) to check whether supplements have been batch-tested.

### 100% Me

100% me is UKAD's values-based education and information programme, helping athletes meet their anti-doping responsibilities throughout their sporting journey. We want all athletes to be clean, stay clean and believe all others are clean.

UKAD's 100% me Clean Sport App can also be downloaded from [iTunes](#), [Google Play](#) or Windows Live Store, for essential anti-doping information.

### Protect Your Sport

Protecting clean sport depends on everyone playing their part – athletes, coaches, or parents – whether on centre stage or behind the scenes. Speak out if you feel there's something wrong – no matter how small. UKAD guarantee that your identity will always be kept 100% confidential.

There are different ways to speak out:

Email - [protectyoursport@reportdoping.com](mailto:protectyoursport@reportdoping.com)

Online Form – [www.protectyoursport.co.uk](http://www.protectyoursport.co.uk)

24/7 Hotline - Call on 08000 32 23 32.

### **Further information**

Please do not hesitate to ask questions about the anti-doping rules. As well as asking Scottish Swimming, British Swimming and athlete support personnel, athletes may also contact UKAD directly, who will be able to answer any questions and provide guidance. They can be contacted at [ukad@ukad.org.uk](mailto:ukad@ukad.org.uk) or +44 (0) 207 842 3450.

Regular updates from UKAD can also be found in the [news section of their website](#), or on their Twitter account: [@ukantidoping](#).

If you have any questions about anti-doping please contact either Scottish or British Swimming

Scottish Swimming – [sscleansport@scottishswimming.com](mailto:sscleansport@scottishswimming.com) or

(+44) 01786 466523

British Swimming – Jane Smith ([jane.smith@swimming.org](mailto:jane.smith@swimming.org))



**Scottish  
Swimming**



# **Making a Referral Policy**

**Wellbeing & Protection**

**Dunfermline Amateur**

**Swimming Club – DASC**

**Version 2, September 2022**

### Introduction

The Protection of Vulnerable groups (Scotland) Act 2007 is in place to make sure unsuitable individuals cannot work or volunteer with children or protected adults (regulated work). A key part to this process working correctly is for clubs to pass on information to Disclosure Scotland when they identify an unsuitable individual within their club.

### Background

The PVG Scheme requires organisations to make referrals to the Protection Unit at Disclosure Scotland in certain circumstances. If The Club/Scottish Swimming permanently remove someone from regulated work it needs to be decided if the reason(s) that they were removed means Disclosure Scotland need to be informed about what happened. This is called “Making a Referral” and includes circumstances where you would have removed them if, for any reason, they have already left the role.

Disclosure Scotland will then use this information to help them decide if someone remains suitable to continue to undertake regulated work (with children/adults/both) or if they should be removed from regulated work.

### When Should The Club Let The Protection Unit Know What’s Happened?

The Club should only make a referral when both Condition 1 and Condition 2 below have been met. Condition 2 is meeting a minimum of 1 of the 5 points.

**Condition 1 – A person has been permanently removed/removed themselves from regulated work** *(this includes suspension which requires the person to reapply for their role when the suspension period has ended)*

**Condition 2 – At least 1 of the following 5 grounds apply to their permanent removal:**

- Caused harm to a child or protected adult
- Placed someone at risk of harm
- Engaged in inappropriate conduct involving pornography
- Engaged in inappropriate sexual conduct
- Given inappropriate medical treatment

When both of these conditions have been met, the Club **must** let Disclosure Scotland know by making a referral. The form for making a referral can be found on Disclosure Scotland’s website ([HERE](#)), along with instructions for completing the form and the Protection Unit can be contacted on 03000 2000 40 if you need any help.

**Making a referral is not optional. It is a legal requirement to report circumstances where both conditions are met. This should be done within 3 months of making your decision.**

### Who Is Responsible For Making The Referral?

When the club carry out disciplinary action and make the decision to permanently remove someone from regulated work, the club is responsible for making the referral.

Where the Sports Governing Body (Scottish Swimming) take disciplinary action which means that you have to remove someone from regulated work in your club, Scottish Swimming are responsible for making the referral.

### How To Use This Policy

The template policy provided below can be used as it is by adding your club's name at the top, identifying and inserting the role/post of the person in your club who will be responsible for making referrals (insert this role title in the area marked 'Position 1') and the job role of the person who will substitute for this person in their absence (insert this job role in the area marked 'Position 2').

Alternatively, it can be used to help you to develop your own policy and process but you must identify the job role/post within your club that will be responsible for making referrals and ensure there is clear guidance on notifying that person that both conditions have been met for making a referral.

### Scottish Swimming recommend the following:

**Position 1:** Club Chair / President

**Position 2:** Club Wellbeing Officer

Throughout this procedure, Scottish Swimming will be supporting the club and Wellbeing Officer through the process.

### Referrals Policy of Dunfermline Amateur Swimming Club

This policy is relevant to all those involved in making recruitment/disciplinary decisions in our club.

When a volunteer or club member is permanently removed from a regulated work position, there are certain circumstances where our club must notify the Protection Unit at Disclosure Scotland that this has happened. This is called “Making a Referral”. If we would have permanently removed the individual, the actions detailed in this policy will continue to apply (even if a club member or volunteer leaves their regulated work position prior to any action being taken, irrespective of the reason that they leave).

Two conditions must be met before we or Scottish Swimming let Disclosure Scotland know that something has happened. A referral will only be made when both Condition 1 and Condition 2 below have been met. Condition 2 must be at least 1 of the 5 grounds listed.

**Condition 1** – A person has been permanently removed/removed themselves from regulated work (this includes suspension which requires the person to reapply for their role when the suspension period has ended)

**Condition 2** – At least 1 of the following 5 grounds apply

- Caused harm to a child or protected adult
- Placed someone at risk of harm
- Engaged in inappropriate conduct involving pornography
- Engaged in inappropriate sexual conduct
- Given inappropriate medical treatment

When both of these conditions have been met, it is a legal requirement that we or Scottish Swimming must let Disclosure Scotland know by making a referral within 3 months of the permanent removal of the individual.

Where there is an historical allegation of harm or inappropriate behaviour about someone who is no longer in regulated work with us but which we believe would, in all probability, have led to the 2 conditions being met, we or Scottish Swimming will consider whether we want to make a referral, but the legal responsibility applies only after 28 February 2011 when PVG was first introduced.

Where it is necessary for our club to make a referral, this process will be carried out by (**Gillian Wilson President**). In their absence, the referral process will be carried out by (Linda Fletcher or Elizabeth Clark – WPO).

Where it is necessary for our Sports Governing Body (**Scottish Swimming**) to make a referral, this process will be carried out by (**Euan Lowe, Chief Executive**). In their absence, the referral process will be carried out by (**Elaine Mackenzie, Director of Services**).

Failure to make a referral where required, may result in our club or Scottish Swimming being prosecuted. It is therefore essential that those involved in carrying out disciplinary action notify those responsible as well as Sean Dawson, Scottish Swimming Safeguarding Manager ([s.dawson@scottishswimming.com](mailto:s.dawson@scottishswimming.com)) when both conditions for making a referral have been met.